



**Crown
Commercial
Service**

**AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION
AND MARKING SCHEME**

PROJECT MANAGEMENT AND FULL DESIGN TEAM SERVICES

REFERENCE NUMBER

RM3741

ATTACHMENT 3

AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Award Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be a reference to the Potential Provider.
- 1.2 The defined terms used in the Invitation To Tender document (Attachment 1) shall apply to this document.

2 OVERVIEW

- 2.1 The Award Questionnaire is broken down into the following sections:

SECTION A – MANDATORY QUESTIONS

SECTION B – GENERIC QUESTIONS

SECTION C – LOT SPECIFIC QUESTIONS

- 2.2 A summary of all the questions contained within the Award Questionnaire, along with the Marking Scheme and Maximum Score Available for each question is set out below:

		Marking Scheme
SECTION A – GENERIC MANDATORY REQUIREMENTS		
AQA1 – AQA18	Compliance With Framework Schedule 2: Part A - Services (All Lots)	PASS / FAIL
SECTION A – LOT SPECIFIC MANDATORY REQUIREMENTS		
AQA19	Compliance With Framework Schedule 2: Part A – Services (Lot 1 only)	PASS / FAIL
AQA20	Compliance With Framework Schedule 2: Part A – Services (Lot 2 only)	PASS / FAIL
AQA21	Compliance With Framework Schedule 2: Part A – Services (Lot 3 only)	PASS / FAIL
AQA22	Compliance With Framework Schedule 2: Part A – Services (Lot 4 only)	PASS / FAIL
AQA23	Compliance With Framework Schedule 2: Part A – Services (Lot 5 only)	PASS / FAIL
AQA24	Compliance With Framework Schedule 2: Part A – Services (Lot 6 only)	PASS / FAIL

		Marking Scheme	Weighting (%)
SECTION B - GENERIC QUESTIONS ALL LOTS			
AQB1	Mobilisation (All Lots)	100/66/33/0	15
AQB2	Management of Sub-Contractors / Supply Chain Management (All Lots)	100/75/50/25/0	15
AQB3	Account Management (All Lots)	100/66/33/0	10
AQB4	Continuous Improvement (All Lots)	100/66/33/0	10

		Marking Scheme	Weighting (%)
SECTION C – LOT SPECIFIC QUESTIONS			
AQC1	Delivery of the Core Service Disciplines (Lot 1 – Multi Disciplinary Services) – Design and Build: Two Stage Procurement Route	100/66/33/0	25
AQC2	Delivery of the Core Service Disciplines (Lot 1 – Multi Disciplinary Services) – Traditional Procurement Route	100/66/33/0	25

AQC3	Delivery of the Core Service Disciplines (Lot 2 – Project Management Services) – Design and Build: Two Stage Procurement Route	100/66/33/0	25
AQC4	Delivery of the Core Service Disciplines (Lot 2 – Project Management Services) – Traditional Procurement Route	100/66/33/0	25
AQC5	Delivery of the Core Service Disciplines (Lot 3 – Architectural Services) – Design and Build: Two Stage Procurement Route	100/66/33/0	25
AQC6	Delivery of the Core Service Disciplines (Lot 3 – Architectural Services) – Traditional Procurement Route	100/66/33/0	25
AQC7	Delivery of the Core Service Discipline (Lot 4 – Cost Management Services) – Design and Build: Two Stage Procurement Route	100/66/33/0	25
AQC8	Delivery of the Core Service Discipline (Lot 4 – Cost Management Services) – Traditional Procurement Route	100/66/33/0	25
AQC9	Delivery of the Core Service Disciplines (Lot 5 – Civil & Structural Engineering Services) – Design and Build: Two Stage Procurement Route	100/66/33/0	25
AQC10	Delivery of the Core Service Disciplines (Lot 5 – Civil & Structural Engineering Services) – Traditional Procurement Route	100/66/33/0	25
AQC11	Delivery of the Core Service Disciplines (Lot 6 – Building Services Engineering) – Design and Build: Two Stage Procurement Route	100/66/33/0	25
AQC12	Delivery of the Core Service Disciplines (Lot 6 – Building Services Engineering) – Traditional Procurement Route	100/66/33/0	25

SECTION A – GENERIC MANDATORY REQUIREMENTS

AQA1 – AQA18 Compliance With Framework Schedule 2: Part A - Services – ALL LOTS

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full, all the mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9).

YES - You will unreservedly deliver in full all the mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9).

NO - You will not, or cannot, deliver in full all the mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9).

Question	Framework Schedule 2: Part A – Services (Attachment 9) paragraph reference	Mandatory Requirements	Response Required
AQA1	3.1	Service Delivery	YES/NO
AQA2	3.2	Contracting Authority Scope and Supplier Payment Proposal	YES/NO
AQA3	3.3	Estate and Asset Management	YES/NO
AQA4	3.4	Legislation and Policy	YES/NO
AQA5	3.5	Continuous Improvement	YES/NO
AQA6	3.6	Insurances and Warranty	YES/NO
AQA7	3.7	Sustainability	YES/NO
AQA8	3.8	Risk Management	YES/NO
AQA9	3.9	Communications and Co-Operation	YES/NO
AQA10	3.10	Key Performance Indicators	YES/NO
AQA11	3.11	Account Management	YES/NO
AQA12	3.12	Business Continuity	YES/NO
AQA13	3.13	Assurance Management Systems	YES/NO
AQA14	3.14	Complaints Procedure	YES/NO

AQA15	3.15	Management Information	YES/NO
AQA16	3.16	Data Security	YES/NO
AQA17	3.17	Personnel Security	YES/NO
AQA18	3.18	Mobilisation Plan	YES/NO
<p>AQA1 – AQA18 Response Guidance</p> <p>This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement.</p> <p>You are required to select either option YES or NO from the drop down list associated with this question.</p> <p>Providing a YES response means the Potential Provider will unreservedly deliver in full all the generic mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9).</p> <p>If the Potential Provider selects NO (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the generic mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.</p>			
Marking Scheme	Evaluation Guidance		
PASS	You have selected option YES confirming that you will unreservedly deliver in full all the generic mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9).		
FAIL	<p>You have selected NO confirming that you will not, or cannot, deliver in full all the generic mandatory Service requirements as set out in Framework Schedule 2: Part A - Services (Attachment 9).</p> <p>OR</p> <p>The Potential Provider has not selected either YES or NO.</p>		

SECTION A – LOT SPECIFIC MANDATORY REQUIREMENTS			
AQA19 – Compliance With Framework Schedule 2: Part A - Services – LOT 1 ONLY			
<p>Please indicate by selecting either option YES or NO, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9).</p> <p>YES - You will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9).</p> <p>NO - You will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9).</p>			
Question	Framework Schedule 2: Part A: Services (Attachment 9a) paragraph reference	Mandatory Requirements	Response Required
AQA19	4	Multi-Disciplinary Services	YES/NO
<p>AQA19 Response Guidance</p> <p>This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement.</p> <p>You are required to select either option YES or NO from the drop down list associated with this question.</p> <p>Providing a YES response means the Potential Provider will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9).</p> <p>If the Potential Provider selects NO (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.</p>			
Marking Scheme	Evaluation Guidance		
PASS	You have selected option YES confirming that you will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9).		

FAIL	<p>You have selected NO confirming that you will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 1 as set out in paragraph 4 of Framework Schedule 2: Part A - Services (Attachment 9).</p> <p>OR</p> <p>The Potential Provider has not selected either YES or NO.</p>
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AQA20 – Compliance With Framework Schedule 2: Part A - Services – LOT 2 ONLY

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9).

YES - You will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9).

NO - You will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9).

Question	Framework Schedule 2: Part A: Services (Attachment 9a) paragraph reference	Mandatory Requirements	Response Required
AQA20	5	Project Management Services	YES/NO

AQA20 Response Guidance

This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9).

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
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PASS	You have selected option YES confirming that you will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9).
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 2 as set out in paragraph 5 of Framework Schedule 2: Part A - Services (Attachment 9). OR The Potential Provider has not selected either YES or NO .

AQA21 – Compliance With Framework Schedule 2: Part A - Services – LOT 3 ONLY

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full all the mandatory Service requirements relevant to Lot 3 as set out in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9).

YES - You will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 3 as set out in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9).

NO - You will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 3 as set out in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9).

Question	Framework Schedule 2: Part A: Services - (Attachment 9a) paragraph reference	Mandatory Requirements	Response Required
AQA21	6	Architectural Services	YES/NO

AQA21 Response Guidance

This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 3 as set out in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9).

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 3 as set out

in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 3 as set out in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9).
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 3 as set out in paragraph 6 of Framework Schedule 2: Part A - Services (Attachment 9). OR The Potential Provider has not selected either YES or NO .

SECTION A – MANDATORY QUESTIONS

AQA22 – Compliance With Framework Schedule 2: Part A - Services – LOT 4 ONLY

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9).

YES - You will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9).

NO - You will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9).

Question	Framework Schedule 2: Part A: Services (Attachment 9a) paragraph reference	Mandatory Requirements	Response Required
AQA22	7	Cost Management Services	YES/NO

AQA22 Response Guidance

This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9).

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9).
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 4 as set out in paragraph 7 of Framework Schedule 2: Part A - Services (Attachment 9). OR The Potential Provider has not selected either YES or NO .

SECTION A – MANDATORY QUESTIONS

AQA23 – Compliance With Framework Schedule 2: Part A - Services – LOT 5 ONLY

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9).

YES - You will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9).

NO - You will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9).

Question	Framework Schedule 2: Part A: Services (Attachment 9a) paragraph reference	Mandatory Requirements	Response Required
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AQA23	8	Civil & Structural Engineering Services	YES/NO
AQA23 Response Guidance This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement. You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means the Potential Provider will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9). If the Potential Provider selects NO (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.			
Marking Scheme	Evaluation Guidance		
PASS	You have selected option YES confirming that you will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9).		
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 5 as set out in paragraph 8 of Framework Schedule 2: Part A - Services (Attachment 9). OR The Potential Provider has not selected either YES or NO .		

SECTION A – MANDATORY QUESTIONS
AQA24 – Compliance With Framework Schedule 2: Part A - Services – LOT 6 ONLY
Please indicate by selecting either option YES or NO , that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9). YES - You will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9). NO - You will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9).

Question	Framework Schedule 2: Part A: Services (Attachment 9a) paragraph reference	Mandatory Requirements	Response Required
AQA24	9	Building Services Engineering	YES/NO
AQA24 Response Guidance This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, you will be disqualified from further participation in this Procurement. You are required to select either option YES or NO from the drop down list associated with this question. Providing a YES response means the Potential Provider will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9). If the Potential Provider selects NO (or does not answer the question) to indicate that they will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9), then the Potential Provider will be excluded from further participation in this Procurement.			
Marking Scheme	Evaluation Guidance		
PASS	You have selected option YES confirming that you will unreservedly deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9).		
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full all the mandatory Service requirements relevant to Lot 6 as set out in paragraph 9 of Framework Schedule 2: Part A - Services (Attachment 9). OR The Potential Provider has not selected either YES or NO .		

SECTION B – GENERIC QUESTIONS – ALL LOTS

AQB1 – Mobilisation (All Lots)

REQUIREMENT:

The Authority requires Potential Providers to demonstrate the processes that you shall have in place to effectively mobilise to deliver the Services, demonstrating how you shall have the appropriate expertise, knowledge, skills, systems, processes and technology in place from the Framework Commencement Date, as set out in paragraph 3.18 of Framework Schedule 2: Part A - Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQB1 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, the Potential Provider must:

- a. Demonstrate the processes you will have in place to identify, manage and prevent any risks to the successful mobilisation of the Services from the Framework Commencement Date, and how you will ensure clear lines of responsibility, ownership and escalation for all Contracting Authority Call Off Procedures;
- b. Demonstrate the processes you will have in place to select and appoint a mobilisation team with the skills, experience, knowledge and qualifications commensurate with the roles to which they will be assigned to ensure a successful mobilisation period. Your response must include how you will assess and address any skills gaps;
- c. Demonstrate the processes you will have in place to ensure that your mobilisation and contract and account management teams work in partnership. Your response must include how you will ensure efficient transition between these teams to retain the knowledge gained during the mobilisation period.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme

Evaluation Criteria

100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question</p>

AQB2 – Management Of Sub-Contractors / Supply Chain Management (All Lots)

REQUIREMENT

The Authority requires Potential Providers to demonstrate how they will appoint and manage Sub-Contractors throughout the duration of the Framework Agreement ensuring the required quality of the Services is achieved and maintained, as set out in paragraphs 3.1.11 to 3.1.16 of Framework Schedule 2: Part A - Services (Attachment 9).

Potential Providers who do not presently intend using any Sub-Contractors are still required to answer this question in the context of how they would appoint and manage Sub-Contractors in the future (if this should be required).

Maximum character count – 8192 characters including spaces and punctuation.

AQB2 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, the Potential Provider must:

- a. Demonstrate the process you will have in place, when required, to identify and undertake the appointment of Sub-Contractors ensuring they are able to comply with the provision of the Services to the required quality standard and in accordance with Framework Schedule 2: Part A - Services – (Attachment 9);
- b. Demonstrate the processes you will have in place to identify and implement opportunities to improve on quality and operational efficiency within the supply chain, including how you will provide assurance of the continuity of supply throughout the duration of the Framework Agreement and any Call Off Agreements established;
- c. Demonstrate the processes you will have in place for problem solving, risk management and dispute resolution, including the process you will have in place to manage critical points of failure within the supply chain to ensure continuity of supply; and
- d. Demonstrate the processes you will have in place to ensure consistent achievement of the required standards and timescales for the delivery of the Services by your Sub-Contractors.

Your response should be limited to, and focused on each of the component parts of the question posed (a to d). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to d) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 4 of the component parts (a to d) of the response guidance above
75	The Potential Provider's response fully addresses 3 of the 4 component parts (a to d) of the response guidance above
50	The Potential Provider's response fully addresses 2 of the 4 component parts (a to d) of the response guidance above
25	The Potential Provider's response fully addresses 1 of the 4 component parts (a to d) of the response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question</p>

AQB3 – Account Management (All Lots)

REQUIREMENT

The Authority requires Potential Providers to demonstrate how they will develop working relationships with the Authority and Contracting Authorities through the account management function, as set out in paragraph 3.11 of Framework Schedule 2: Part A - Services (Attachment 9) and Framework Schedule 8: Framework Management.

Maximum character count – 8192 characters including spaces and punctuation.

AQB3 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, the Potential Provider must:

- a. Demonstrate how you will identify and undertake the appointment of a suitably qualified Framework Manager and Customer Relationship Managers for the individual Contracting Authorities. Your response must include how these roles will ensure effective communications between yourself, the Authority and the Contracting Authorities throughout the Framework Period and any Call Off Agreements established;
- b. Demonstrate the processes you will have in place to deliver a consistent level of account management which also meets the differing requirements of individual Contracting Authorities; and
- c. Demonstrate the processes you will have in place to continuously monitor the performance of your account management function and how you will address any issues that occur.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above

33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question</p>

AQB4 Continuous Improvement (All Lots)

REQUIREMENT - The requirement is for the Potential Provider to have in place a process of continuous development and improvement for the benefit of the Authority and Contracting Authorities.

The Potential Provider shall describe how they will capture learning, improve existing processes and create and share innovative and better ways of working. The Potential Provider shall also demonstrate how it will drive continuous improvement for the benefit of the Authority and Contracting Authorities as per paragraphs 3.5 and 3.11 of Framework Schedule 2: Part A - Services (Attachment 9) and Framework Schedule 12: Continuous Improvement and Benchmarking.

Maximum character count – 8192 characters including spaces and punctuation.

AQB4 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, the Potential Provider must:

- a. Demonstrate how you will approach the management and analysis of data to improve outcomes from the Services for the Authority and Contracting Authorities on an ongoing basis;
- b. Demonstrate the processes you will have in place to maintain and increase your knowledge of the public sector and public sector construction market as described in paragraph 3.5.4 of Framework Schedule 2: Part A - Services (Attachment 9); and
- c. Demonstrate the processes you will have in place for the distribution and the cascading of captured learning, including how you will share recommendations and best practice with the Authority and Contracting Authorities as described in paragraphs 3.5 and 3.11 of Framework Schedule 2: Part A - Services (Attachment 9).

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme

Evaluation Criteria

100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above
0	<p>The Potential Provider's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question</p>

SECTION C – LOT SPECIFIC QUESTIONS

AQC1 Delivery of the Core Service Disciplines (Lot 1 – Multi-Disciplinary Services) – Design and Build: Two Stage Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 1 for a **Design and Build: two stage procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC1 Response Guidance

All Potential Providers submitting a Tender for Lot 1 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the **Multi-Disciplinary Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 4: - Demonstrate how you will deliver the Services for this Workplan stage.**

Your response must include how you will lead the review and agreement of the development of the detailed design and contract sum, including the application of BIM Level 2 and Government Soft Landings;

- b. RIBA Workplan Stage 5: - Demonstrate how you will deliver the Services for this Workplan stage.**

Your response must include how you will lead the administration of the contract and ensure that the delivery of the project on site is in accordance with the contract documentation;

- c. RIBA Workplan Stage 6 and Stage 7: - Demonstrate how you will deliver the Services for these Workplan stages.**

Your response must include how you will lead and manage the development of the handover documentation and the delivery of a post-project evaluation.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts

in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC2 Delivery of the Core Service Disciplines (Lot 1 – Multi-Disciplinary Services) – Traditional Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 1 for a **Traditional procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC2 Response Guidance

All Potential Providers submitting a Tender for Lot 1 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the **Multi-Disciplinary Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 0 to Stage 2 inclusive:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will lead the interrogation of the Contracting Authority Scope, identify options, produce the option appraisals, Feasibility Study and Concept Design, including any application of BIM Level 2 and Government Soft Landings.

- b. RIBA Workplan Stage 3:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead the development and production of the Developed Design, including any application of BIM Level 2 and Government Soft Landings.

- c. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead the preparation and production of bid documentation.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR

	A response has not been provided to this question
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AQC3 Delivery of the Core Service Disciplines (Lot 2 – Project Management Services) – Design and Build: Two Stage Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 2 for a **Design and Build: two stage procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC3 Response Guidance

All Potential Providers submitting a Tender for Lot 2 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the **Project Management Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 4: - Demonstrate how you will deliver the Services for this Workplan stage.**

Your response must include how you will lead and manage the review and agreement of the development of the Detailed Design and the contract sum, including the application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 5: - Demonstrate how you will deliver the Services for this Workplan stage.**

Your response must include how you will lead and manage the administration of the contract and ensure that the delivery of the project on site is in accordance with the contract documentation, and manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 6 and Stage 7: - Demonstrate how you will deliver the Services for these Workplan stages.**

Your response must include how you will lead and manage the development of the handover documentation and the delivery of a post-project evaluation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC4 Delivery of the Core Service Disciplines (Lot 2 – Project Management Services) – Traditional Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 2 for a **Traditional procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC4 Response Guidance

All Potential Providers submitting a Tender for Lot 2 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the **Project Management Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 0 to Stage 2 inclusive:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will lead and manage the interrogation of the Contracting Authority Scope, identify options, produce the option appraisals, Feasibility Study and Concept Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 3:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the development and production of the Developed Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the preparation and production of bid documentation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC5 Delivery of the Core Service Disciplines (Lot 3 – Architectural Services) – Design and Build: Two Stage Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 3 for a **Design and Build: two stage procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC5 Response Guidance

All Potential Providers submitting a Tender for Lot 3 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of how you will deliver the **Architectural Core Service Disciplines** for each RIBA Workplan stage as follows:.

- a. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the review and agreement of the development of the Detailed Design, including the application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 5:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will ensure that the delivery of the project on site is in accordance with the contract documentation, and manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 6 and Stage 7:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will contribute the development of the handover documentation by the contractor and the delivery of a post-project evaluation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts

in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC6 Delivery of the Core Service Disciplines (Lot 3 – Architectural Services) – Traditional Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 3 for a **Traditional procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC6 Response Guidance

All Potential Providers submitting a Tender for Lot 3 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the **Architectural Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 0 to Stage 2 inclusive:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will lead and manage the design element in respect of the interrogation of the Contracting Authority Scope, identify options, produce the option appraisals, Feasibility Study and Concept Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 3:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the design element in respect of development and production of the Developed Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will contribute to the preparation and production of bid documentation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.

33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC7 Delivery of the Core Service Disciplines (Lot 4 – Cost Management Services) – Design and Build: Two Stage Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Discipline set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 4 for a **Design and Build: two stage procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC7 Response Guidance

All Potential Providers submitting a Tender for Lot 4 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of how you will deliver the **Cost Management Core Service Disciplines** for each RIBA Workplan stage as follows:

- a. RIBA Workplan Stage 4: - Demonstrate how you will deliver the Services for this Workplan stage.**

Your response must include how you will contribute to the development of the Detailed Design, and lead and manage the development of the contract sum, including the application of BIM Level 2 and Government Soft Landings,

- b. RIBA Workplan Stage 5: - Demonstrate how you will deliver the Services for this Workplan stage.**

Your response must include how you will contribute to the administration of the contract and ensure that the delivery of the project on site is in accordance with the

contract documentation, and how you will co-ordinate your inputs with the inputs of other Project Team members, if appointed.

c. RIBA Workplan Stage 6 and Stage 7: - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will contribute to the development of the handover documentation by the contractor and to the delivery of a post-project evaluation.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC8 Delivery of the Core Service Disciplines (Lot 4 – Cost Management Services) - Traditional Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Discipline set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 4 for a **Traditional procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC8 Response Guidance

All Potential Providers submitting a Tender for Lot 4 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the **Cost Management Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 0 to Stage 2 inclusive:** Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will contribute to and co-ordinate your inputs with the inputs of other Project Team members, if appointed, to interrogate the Contracting Authority Scope, identify options, produce the option appraisals, Feasibility Study and Concept Design, including any application of BIM Level 2 and Government Soft Landings.

- b. RIBA Workplan Stage 3:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the design element in respect of development and production of the Developed Design, including any application of BIM Level 2 and Government Soft Landings.

- c. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will contribute and co-ordinate your inputs with the inputs of other Project Team members, if appointed, in respect of the preparation and production of bid documentation.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts

in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question

AQC9 Delivery of the Core Service Disciplines (Lot 5 – Civil and Structural Engineering Services)) – Design and Build: Two Stage Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 5 for a **Design and Build: two stage procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC9 Response Guidance

All Potential Providers submitting a Tender for Lot 5 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of how you will deliver the **Civil and Structural Engineering Core Service Disciplines** for each RIBA Workplan stage as follows:.

- a. RIBA Workplan Stage 4:** Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the review and agreement of the development of the Detailed Design, including the application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 5:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will ensure that the delivery of the project on site is in accordance with the contract documentation, and how you will manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 6 and Stage 7:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will contribute the development of the handover documentation by the contractor and to the delivery of a post-project evaluation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts

in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC10 Delivery of the Core Service Disciplines (Lot 5 – Civil and Structural Engineering Services) – Design and Build: Traditional Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 5 for a **Traditional procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC10 Response Guidance

All Potential Providers submitting a Tender for Lot 5 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the Civil and Structural Engineering **Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 0 to Stage 2 inclusive:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will lead and manage the design element in respect of the interrogation of the Contracting Authority Scope, identify options, produce the option appraisals, Feasibility Study and Concept Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 3:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the design element in respect of development and production of the Developed Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will contribute to the preparation and production of bid documentation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question

AQC11 Delivery of the Core Service Disciplines (Lot 6 – Building Services Engineering) – Design and Build: Two Stage Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 6 for a **Design and Build: two stage procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC11 Response Guidance

All Potential Providers submitting a Tender for Lot 6 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of how you will deliver the **Building Services Engineering Core Service Disciplines** for each RIBA Workplan stage as follows:

- a. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the review and agreement of the development of the Detailed Design, including the application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 5:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will ensure that the delivery of the project on site is in accordance with the contract documentation, and how you will manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 6 and Stage 7:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will contribute to the development of the handover documentation by the contractor and to the delivery of a post-project evaluation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts

in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response fully addresses 1 of the 2 component parts (a to c) of the response guidance above.
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

AQC12 Delivery of the Core Service Disciplines (Lot 6 – Building Services Engineering) – Traditional Procurement Route

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they shall have appropriate expertise, knowledge, skills, systems, processes and technology in place to effectively undertake the Services, as set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Potential Providers must ensure their response reflects the basis of the Core Service Disciplines set out in Framework Agreement Schedule 2: Part A - Services Annex A (Schedule of Services) (Attachment 9a) relevant to Lot 6 for a **Traditional procurement route**, and the Mandatory Requirements set out in Framework Agreement Schedule 2: Part A – Services (Attachment 9).

Maximum character count – 8192 characters including spaces and punctuation.

AQC12 Response Guidance

All Potential Providers submitting a Tender for Lot 6 must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

In order to satisfy the requirement and the question associated with the requirement, your response shall be on the basis of the Civil and Structural Engineering **Core Service Disciplines** for each RIBA Workplan stage(s) as follows:

- a. RIBA Workplan Stage 0 to Stage 2 inclusive:** - Demonstrate how you will deliver the Services for these Workplan stages.

Your response must include how you will lead and manage the design element in respect of the interrogation of the Contracting Authority Scope, identify options, produce the option appraisals, Feasibility Study and Concept Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- b. RIBA Workplan Stage 3:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will lead and manage the design element in respect of development and production of the Developed Design, including any application of BIM Level 2 and Government Soft Landings, and manage the inputs of other Project Team members, if appointed.

- c. RIBA Workplan Stage 4:** - Demonstrate how you will deliver the Services for this Workplan stage.

Your response must include how you will contribute to the preparation and production of bid documentation, and manage the inputs of other Project Team members, if appointed.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (of a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation.

This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response fully addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response fully addresses 1 of the 2 component parts (a to c) of the response guidance above
0	The Potential Provider's response does not fully address any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question